

Computer Assisted Audit Techniques Using Excel and Basic Random Sampling

August 22-25, 2011 in Albuquerque, New Mexico

Course Schedule and Location, Computer Requirements and Hotel Information

Course Schedule and Location

This is a combined course—with Computer Assisted Audit Techniques Using Excel on August 22-23 and Basic Random Sampling on August 24-25. Students should expect to attend all four days of the course.

The course will be held at the New Mexico Taxation & Revenue Department, 5301 Central Ave. NE Albuquerque, NM 87108

Computer Requirements

The MTC offers two versions of this class with different software requirements. One uses the more up to date versions of Microsoft Office (2007 & 2010). The other uses the older versions of Microsoft Office (2000 & 2003). This session will support only the older version, therefore participants must have computers with Office 2003 (or 2000) installed with Windows 7, Vista, or XP operating systems. The August 2011 session of the course will not use or support Office 2007 or 2010.

The following requirements apply to all session of this course. Each participant is required to have a windows compatible laptop computer with the following attributes:

- 1) Windows 7, Vista, or XP operating system
- 2) Be able to read electronic files by either an external flash drive using an available USB port or CD disk (at the class site)
- 3) Be able to copy files onto the hard drive from an external CD or flash drive (at the class site)
- 4) Microsoft Office installed with Excel up and running
- 5) Ability to use VBA macros in Excel (VBA must be enabled in MS Office)
- 6) Ability to change the security level of macros in Excel (the student/user - not just the administrator - must have the rights to change security levels to enable use of custom written macros)

We send MTC Sampling Software to participants on a CD prior to the course. This software should be installed by participants prior to the start of the course. The CD will be sent to the “mailing address” from your registration form; if you have other mailing instructions, please let us know.

Hotel Information

There is no room block for this event; however the New Mexico Department of Revenue has provided information on the following hotels which are close to the training site and offer a government rate.

Homewood Suites, 7101 Arvada Ave. NE, 87110– Government Rate

Marriott, 2101 Louisiana Blvd NE, 87110 – Government Rate

Hilton Garden Inn, 6510 Americas Parkway, 87110 – Government Rate

Hyatt Place Albuquerque/Uptown, 6901 Arvada Ave. NE, 87110 – Government Rate

In addition, there is a Residence Inn near the Albuquerque Airport
2301 International Ave SE · Albuquerque, New Mexico 87106